

6 January 1964

MEMORANDUM FOR: Executive Officer

SUBJECT : Major Studies in Progress

1. Examination of Safety Office Reporting

Action: Discussion with O/Sec [REDACTED]
O/Personnel and Medical Staff.

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Status: Interview in Personnel Dec. 30, opened a new reporting possibility. This changed concept is being re-examined in all three offices.

2. Policy On Destruction of Security Case Files

Action: Proposal of 125-year retirement for inactive cases at Records Center.

Status: Proposal being coordinated with DD/PPS and DD/IOS and Chiefs, SRS and AAS. Deadline - 10 January 1964.

3. Analysis of O/Security Statistical Reporting

Action: Postponed.

[REDACTED]
Records Management Officer/OS

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